



REQUEST FOR ASSISTANCE (RFA) INTAKE INTERVIEW LOG

Date: 3/29/12	Interviewer: Laura Eckert	RFA # 12-01
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): student		
Requested Assistance Pertaining To (name, position, policy, project, etc.): Denial of application to Fairhaven College		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Respondent (if app.): Male ☐ Female ☐ Administrator ☒ Faculty ☐ Staff ☐ Student ☐

Complaint Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
3/12/12	EOO received letter in mail from [REDACTED]	RE: complaint of discrimination
	Sue called [REDACTED] Sue sent email	Please contact us re your letter
3/22/12	[REDACTED] called EO	LE set up intake time for 3/29 after spring break, time and date per [REDACTED] schedule
3/29/12	LE intake with [REDACTED] (and mom)	See notes in file
3/30/12	LE discuss with SGS	Start informal investigation, try to clarify [REDACTED] desired outcome
3/30/12	SGS call to Dean Gilman	Courtesy call, informal complaint, EO will be calling relevant persons, will keep you posted

4/2/12	LE call to [REDACTED]	[REDACTED] has many student interviews this week, transfer deadline just ended, we will try to meet at 2:30 b/c she has a student who has not confirmed, scheduled for Wed at 2 as well. [REDACTED] informed her of complaint and asked her to let [REDACTED] know also.
4/2/12	LE interview w [REDACTED]	See notes
4/3/12	[REDACTED]	LE emailed [REDACTED] teaches T TH, office hrs 4:50-5:30 T TH
4/5 & 4/6	LE telephone interviews with [REDACTED]	See notes
	LE discuss w SGS	
4/9	LE	Get back to [REDACTED] via email to meet
		Email correspondence, per [REDACTED] wants to meet when mom is available in 2 weeks 4/26
4/12	LE call [REDACTED]	LE talked with student, [REDACTED] and [REDACTED], see legit, non disc reason for denial of admission, will convey this to [REDACTED] in 2 weeks, she may not like, will continue to see how to assist perhaps meet with [REDACTED] and [REDACTED] and [REDACTED] if student is interested, appreciate your/ others' cooperation
4/12	LE call to [REDACTED]	Lm, call back at your convenience
4/12	LE call to [REDACTED]	Sent email
		Sue met with [REDACTED]
4/26	SGS and LE met with [REDACTED] and mom	Positive meeting, [REDACTED] and mom understand no evidence of discrimination, look forward to training FH admissions committee for future
10 12 12	LE t/c to [REDACTED]	<p>[REDACTED], Sue and I worked with you last spring regarding FH admissions, we had talked about one of the outcomes from your bringing your concerns forward was for David Brunnemer, Director of Western's Disability Resources for Students, to conduct training regarding persons with disabilities, not only physical disabilities. I just wanted to touch base with you and let you know that we have talked with David Brunnemer and he is making plans with the FH Dean to conduct this training. He will do annual training b/c committee membership changes over years.</p> <p>How are you doing? Doing pretty well, classes going well, interesting summer quarter, wondering how plans were coming.</p> <p>She wants to come in and see if she can be helpful. LE, call Lynae, find time to meet with Sue.</p>

Resolution of Complaint Process:

R Resolved to Complainants Satisfaction [R]

☐ Unresolved [U]

☐ Transitioned to Formal Complaint [F]

☐ Referred to another University Office [REF]

Provide a summary of the discussion, including recommendations provided. Subsequent discussions, requests for assistance and/or follow-ups on this issue should be included chronologically below.